

North Carolina Cost Share Programs Review Summary
(January, 2019)

County

Wilkes

Date of Previous Review/Report

12/2011

District Staff Name(s)

Rob Baldwin, Barry Greer, Bryan Colvard, Julia Hardy

Date

01/16-17/2019

NRCS Staff Name(s)

NA

Division Representative(s)

Kelly Hedgepeth, Josh Vetter, Rick McSwain

Additional Participants

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments)										
Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	Board meetings are scheduled on the second Monday of each month, if there are changes it is posted.					
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Notices are posted at the county office bulletin board, in the newspaper, and on the website.					

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Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.				X	The district staff take an application and technical staff make field visit, staff will rank applications. Once ranked the staff takes all applications to the board at a single board meeting. Once applications are funded, the staff does cost share plans, and work with federal programs to get projects funded in the best fit.					
Does the district provide technical assistance without cost share funds?				X	Yes, erosion control, urban suburban and rural. Hydrology issues, soil sampling, waste management plans, ponds. TA tracked in a book separately for cost share					
What type of technical assistance is provided without cost share funds?				X	See above					
Are applications, contracts and requests for payments reviewed and approved by the Board as a separate action item?				X	Yes.					
Are application, contracts and requests for payments motions/decisions recorded in the board minutes?				X	Yes, minutes from July and August 2018 provided for review					
Has your district delegated signature authority for requests for payments to be approved outside of board meetings? How are they recorded in your board meeting minutes?				X	https://www.ncagr.gov/SWC/costshareprograms/documents/approval_contracts_applic_rfps_jan2014.pdf					

Commented [K11]: Josh do you have notes on this? I can't remember if they currently do it or if they wanted to know how.

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Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?				X	Do not do incentives but if they do they will use the self-certification form.					
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	Staff knowledge of the producers in the county.					
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	The applications are ranked and approved, Staff start with the highest ranking and enter the contracts in CS2 until funds are depleted. Once the contracts are completed they get approved at the board meeting.					
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?	X				Contracts are reviewed in person with the producer. Producers are told they forfeit cost share if they begin early. They also explain the maintenance requirement. The division commends the staff for providing and reviewing all contract information in person with cooperators.					
What procedures do you follow for notifying the applicant that work can begin?				X	Call or make an appointment, take the approved contract and design to the producer and review the design and BMP with the producers.					

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Describe the district/board's procedure for approving supervisor contracts.				X	Supervisor abstains from voting, the supervisor makes the contract known at the ethics statement, 5/18/17 minutes provided.					
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes, 5/18/17					
Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	Yes, the board has seen CS2, but do not project at meeting. They review each contract individually.					
What information do you provide the applicant?				X	Everything in the contract file excluding the 6 notes					
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?	X				Staff makes fields checks during the installation and are always available by phone. They check footers before they are poured, pipeline depth, lumber grade, concrete has appropriate. The division commends the staff for excellent TA during installation of BMPs.					
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?				X	The staff track the milestone on the 6 notes and document when one third of the work is done. Staff will start looking at CS2 to verify the date.					

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If 1/3 of the work has not been completed within 12 months and the cooperators requests additional time, is the district recording 6-month extensions in the board minutes?				X	The district has not had anyone not meet this requirement.					
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	The staff document certification on 6 notes and check out sheets. The use field books for all engineering practices.					
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, this is documented in 6 notes.					
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	Yes					
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (Refer to Spot Check Policy)				X	Lee Holcomb will come do the spot check.					

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How does your district notify individuals that have BMPs that are out of compliance or need maintenance? (Refer to Non-Compliance Policy)				X	They follow the non-compliance policy online. Usually a phone call and a visit have been brought back into compliance.					
How are supervisors notified of BMPs that are out of compliance or need maintenance at any time throughout the year?				X	Supervisors are told at the next board meeting.					
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes, copies are kept in 6 notes and in file.					
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation: contract numbers and/or names.				X	No					
Is the district notifying the division of non-compliance and resolutions?				X	The staff will notify the division if they find a compliance issue.					
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	They do not at each board meeting but do so yearly. The board is updated verbally on funds at each board meeting.					
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Kim Walker, CPA, June 30 2018. The CPA reports to the board once completed. Also, the county is audited.					

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Who in the office does work for Cost Share Programs?				X	Barry Greer, Bryan Colvard, Lee Holcomb, Rob Baldwin, Jeremy, Greg Wagner, Robert Moore, Pacer Sheets					
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)				X	No updates to JAA this fiscal year.					

CSP Program Review

Date Jan 16, 2019	District Wilkes	Contract Number 97-2015-501
Cooperator's Name Town of Wilkesboro	Contract Number 97-2015-501	Best Management Practice Bio retention area
If additional BMPs or TA is needed please explain.	Is the BMP in compliance? in-compliance	Notes
Division Findings No Concern/Not Applicable	District Response	Date Response Accepted

Photo



CSP Program Review

Date Jan 16, 2019	District Wilkes	Contract Number 97-2016-004
Cooperator's Name Lester Wingler	Contract Number 97-2016-004	Best Management Practice Dry stack and Composter
If additional BMPs or TA is needed please explain.	Is the BMP in compliance? in-compliance	Notes
Division Findings No Concern/Not Applicable	District Response	Date Response Accepted

Photo



CSP Program Review

Date Jan 16, 2019	District Wilkes	Contract Number 97-2012-801
Cooperator's Name Zach Myers	Contract Number 97-2012-801	Best Management Practice Well
If additional BMPs or TA is needed please explain. Property currently being sold	Is the BMP in compliance? in-compliance	Notes
Division Findings No Concern/Not Applicable	District Response	Date Response Accepted

Photo



CSP Program Review

Date Jan 16, 2019	District Wilkes	Contract Number 97-2016-802
Cooperator's Name Zach Myers	Contract Number 97-2016-802	Best Management Practice Well
If additional BMPs or TA is needed please explain.	Is the BMP in compliance? in-compliance	Notes Property is currently for sale
Division Findings No Concern/Not Applicable	District Response	Date Response Accepted

Photo



CSP Program Review

Date Jan 17, 2019	District Wilkes	Contract Number 97-2013-006
Cooperator's Name Walter T Carter	Contract Number 97-2013-006	Best Management Practice Stream Protection Well
If additional BMPs or TA is needed please explain.	Is the BMP in compliance? in-compliance	Notes
Division Findings No Concern/Not Applicable	District Response	Date Response Accepted

Photo



CSP Program Review

Date Jan 17, 2019	District Wilkes	Contract Number 97-2009-012
Cooperator's Name Tommy Calloway	Contract Number 97-2009-012	Best Management Practice Well, fence, waterer
If additional BMPs or TA is needed please explain.	Is the BMP in compliance? in-compliance	Notes
Division Findings No Concern/Not Applicable	District Response	Date Response Accepted

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CSP Program Review

Date Jan 17, 2019	District Wilkes	Contract Number 97-2011-10
Cooperator's Name Double K Farms	Contract Number 97-2011-10	Best Management Practice Watering tanks, fencing, stream crossings, Wells, livestock feeding are
If additional BMPs or TA is needed please explain. Damage due to storm causing severe stream bank erosion and potentially compromising stream crossing and fencing.	Is the BMP in compliance? in-compliance	Notes Recommend seeking additional cost share funds to address storm damage.
Division Findings Recommendation- District Response Required	District Response	Date Response Accepted

Photo

